

# User Manual for Issuing Surplus Mineral Ores License



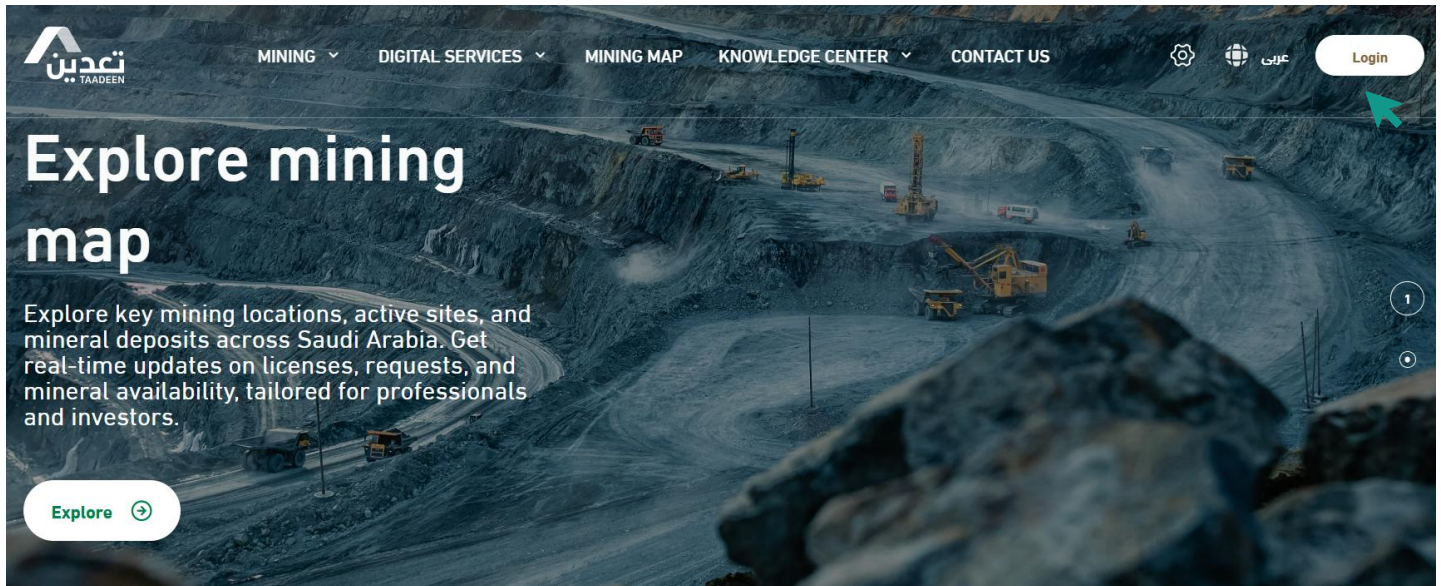


## Service Description:

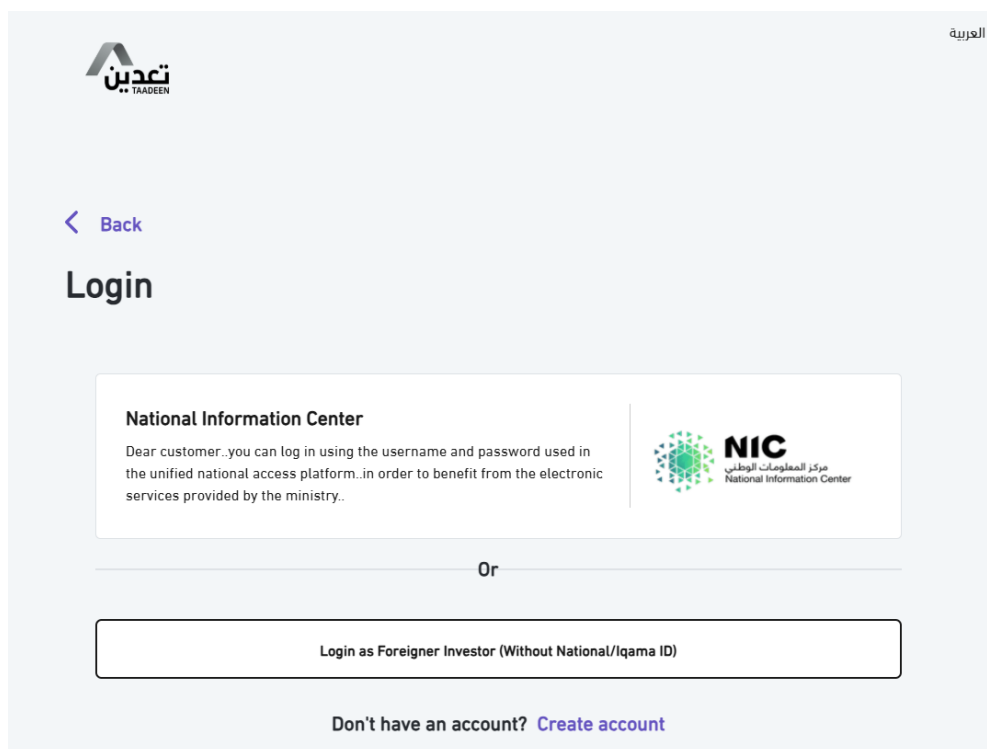
A service that enables the investor to make partial modifications to the boundaries and coordinates of an active license site in accordance with the applicable terms and conditions.

## Steps to Access the Service :

- 1- Visit [Taadeen Platform](#) and click on "Login" option.

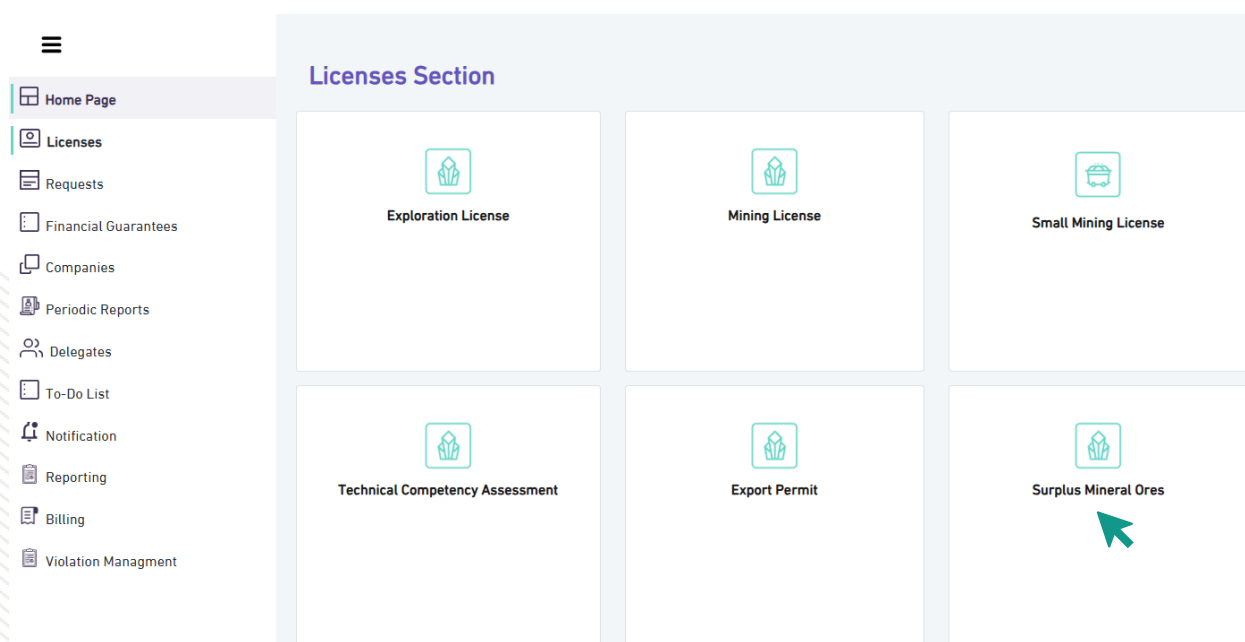


2- Log in to your account.



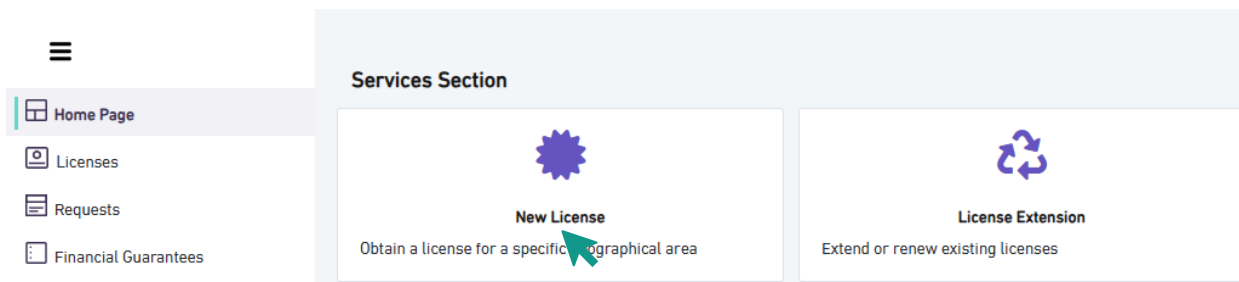
The screenshot shows the login interface of the TAADEEN system. At the top left is the TAADEEN logo, and at the top right is the text "العربية". Below the logo is a "< Back" link. The main heading is "Login". A box for the "National Information Center" contains a message: "Dear customer..you can log in using the username and password used in the unified national access platform..in order to benefit from the electronic services provided by the ministry..". To the right of this message is the NIC logo, which includes the text "NIC" and "مركز المعلومات الوطني National Information Center". Below this box is a horizontal line with the word "Or" in the center. Underneath is a button labeled "Login as Foreigner Investor (Without National/Iqama ID)". At the bottom, there is a link: "Don't have an account? Create account".

3- Navigate to “Surplus Mineral Ores License”.



The screenshot displays the "Licenses Section" of the TAADEEN system. On the left is a sidebar menu with a hamburger icon at the top. The menu items are: "Home Page", "Licenses", "Requests", "Financial Guarantees", "Companies", "Periodic Reports", "Delegates", "To-Do List", "Notification", "Reporting", "Billing", and "Violation Management". The "Licenses" item is highlighted. The main content area is titled "Licenses Section" and contains six tiles, each with a license icon and a title: "Exploration License", "Mining License", "Small Mining License", "Technical Competency Assessment", "Export Permit", and "Surplus Mineral Ores". A green arrow points to the "Surplus Mineral Ores" tile.

4- Click on “New License”.



5- The “License Information” screen will appear. Eligibility will be verified. Fill in the information and then click the “Next” button.

License List

### Surplus Mining Ores Request

1 License Information

2 License Location

3 Attachments

4 Terms and Conditions

Validations

✓ The applicant is not late on the payment of any sums owed to the Ministry related to any License, fines, or any other costs

Company Information

Name

ID Number /Residence Number

Commercial Number

CR type

Unified Number

CR expiry date

1449/12/21

National Address

Short Address \*

Building Number \*

Street \*

Neighborhood Name \*

City Name \*

Postal Code \*

Additional Number \*

Unit Number \*

Attachments

Attachment Name	Upload Attachment
National Address	<div>Upload</div>

Duration & Minerals

License Duration \*

Minerals \*

Please Select

Choose Minerals

Raw Material Quantity

Total Ore Quantity0.00 Ton

### Undertakings

Apply all

☐ I, the applicant, acknowledge the validity of all data in the form and that I have reviewed the provisions of the Mining Investment System and the Executive Regulations, and I abide by any changes thereto Amendments or government orders notified in this regard.

☐ Commitment not to establish any facilities or units related to crushing, grinding, processing, or purification operations at the license site.

☐ Commitment to preserving the environment and applying the required environmental conditions.

☐ Commitment not to transport the raw materials or minerals extracted from the license site, or allow their transportation or sale, except with a document issued by us to the carrier for each load. The document should include a description of the raw materials or minerals, their quantities, and the destination. I also commit to keeping copies of these documents for review with the ministry during inspection, in accordance with the ministry's instructions.

☐ Commitment to paying the financial compensation for the quantities of materials to be transported according to the type of metal or raw material specified in the regulations.

☐ Familiarity with the provisions of the Mining Investment Law and its executive regulations, as well as the violations and penalties stipulated by the law, which can reach up to one million riyals for each violation.

Next

- 6- You will then proceed to the “**License Location**” screen. Select the site information, you can either enter the coordinates manually or upload the file so the system can read and display them automatically.

License List

Surplus Mining Ores Request

License Information

License Location

Attachments

Terms and Conditions

Site Information

☐ Private Property

☐ Project

License Location

you can either enter the coordinates manually or upload a file for the system to read and display them automatically.

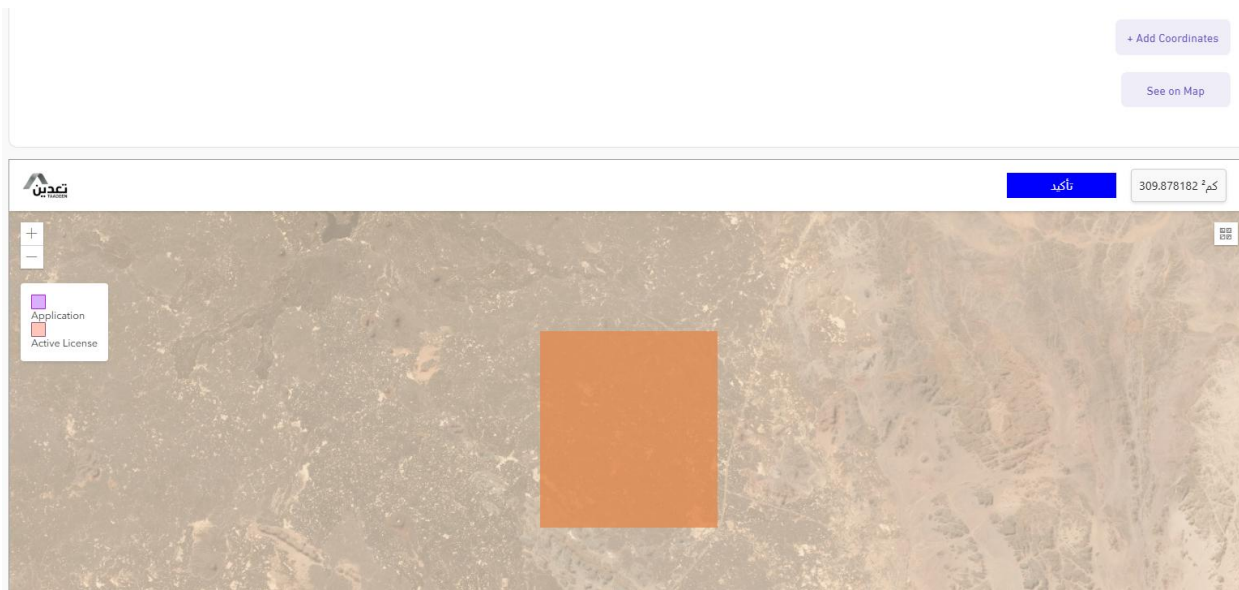
Attachment

Upload

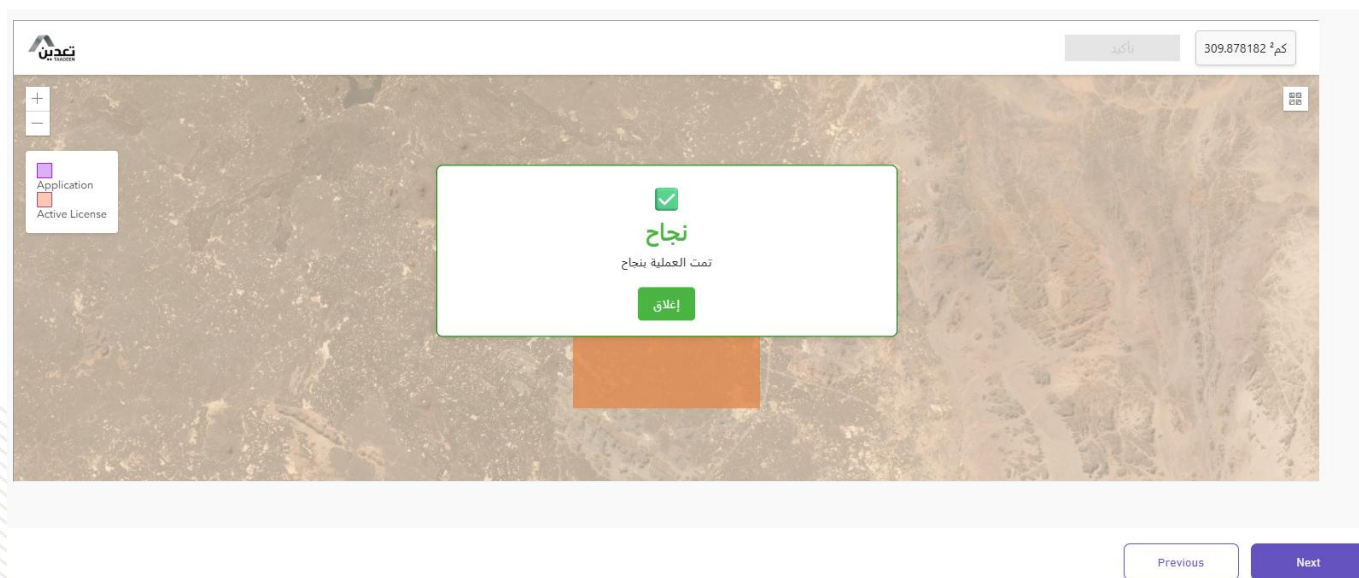
+ Add Coordinates

See on Map

7- After entering the coordinates, click the “See on Map” button, then click the “Confirm” button.

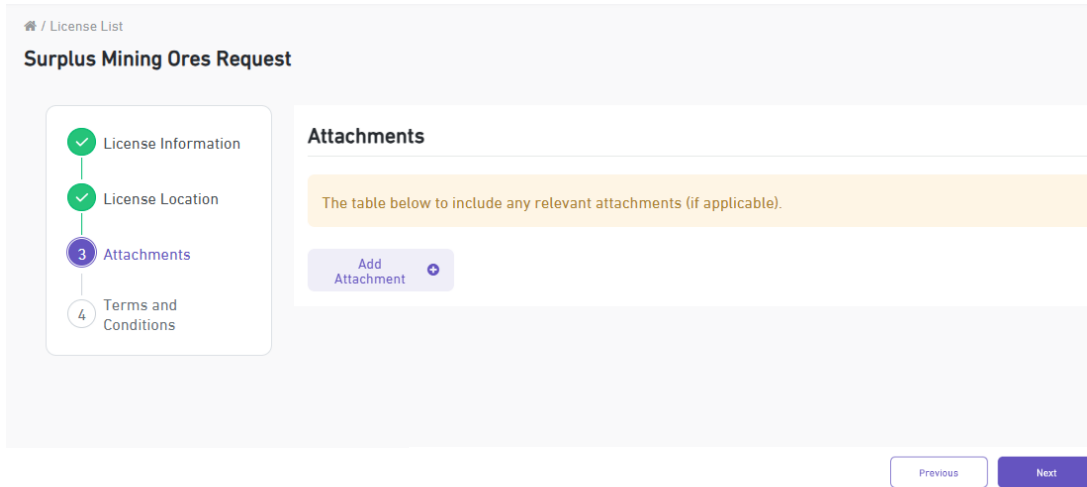


A message will appear “A Location was selected Successfully” then click the “Next” button.



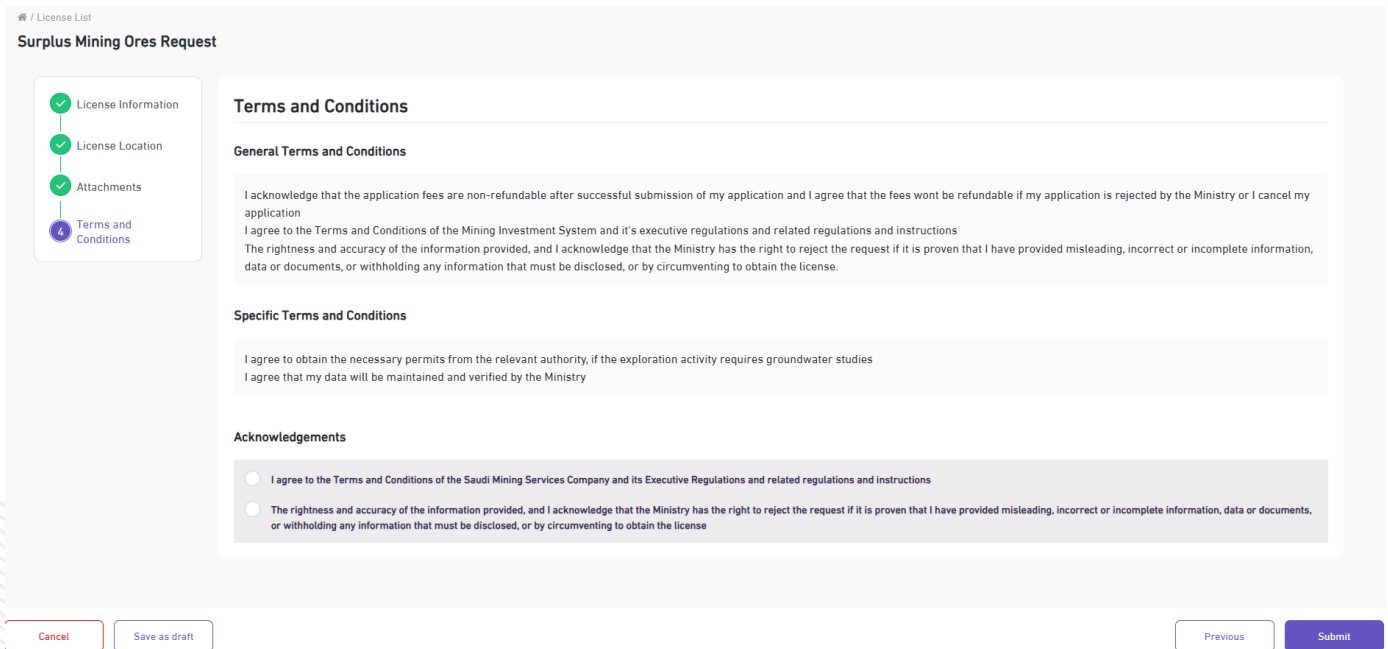


8- Add the **attachments** if any, then click the “Next” button.



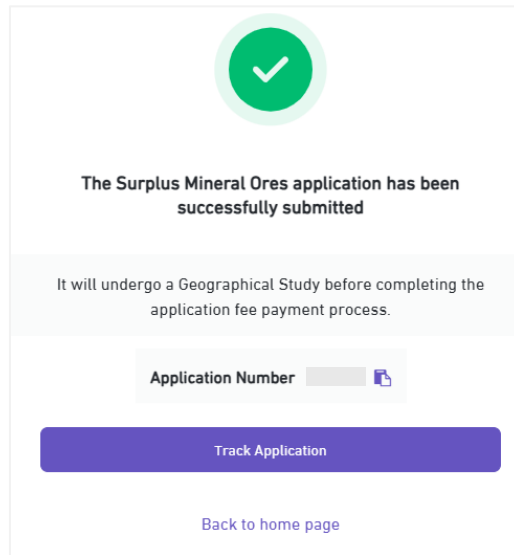
The screenshot shows the 'Surplus Mining Ores Request' form at the 'Attachments' step. On the left, a progress bar indicates four steps: 'License Information' (completed), 'License Location' (completed), 'Attachments' (current step, highlighted with a purple circle and number 3), and 'Terms and Conditions' (pending, highlighted with a grey circle and number 4). The main area is titled 'Attachments' and contains a yellow instruction box: 'The table below to include any relevant attachments (if applicable)'. Below this is a purple button labeled 'Add Attachment' with a plus icon. At the bottom right, there are 'Previous' and 'Next' buttons.

9- Agree to the **terms and conditions**, then click the “Submit” button.

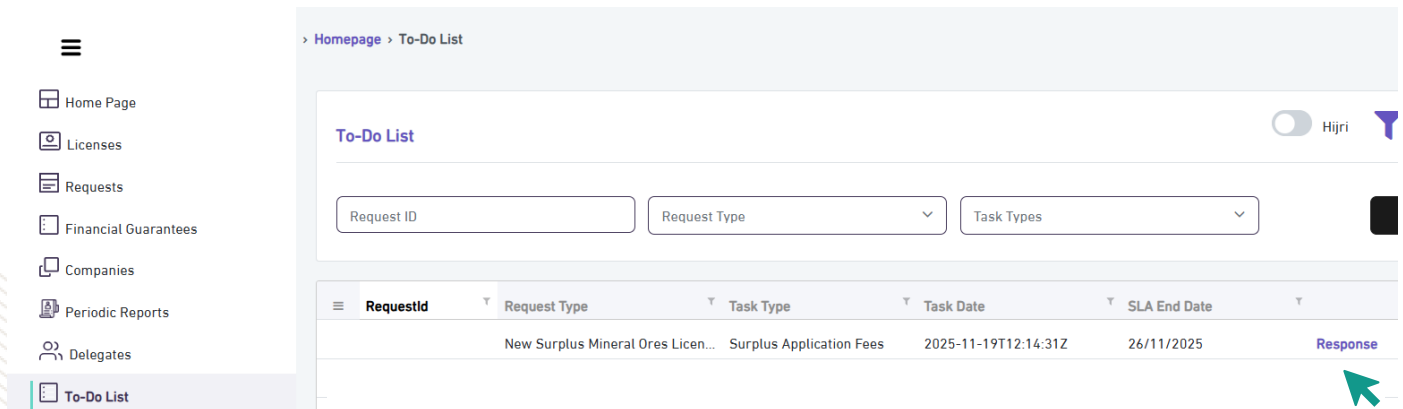


The screenshot shows the 'Surplus Mining Ores Request' form at the 'Terms and Conditions' step. On the left, the progress bar shows 'License Information' (completed), 'License Location' (completed), 'Attachments' (completed), and 'Terms and Conditions' (current step, highlighted with a purple circle and number 4). The main area is titled 'Terms and Conditions' and contains three sections: 'General Terms and Conditions' with a paragraph of text, 'Specific Terms and Conditions' with two lines of text, and 'Acknowledgements' with two radio button options. At the bottom left, there are 'Cancel' and 'Save as draft' buttons. At the bottom right, there are 'Previous' and 'Submit' buttons.

After that, a message will appear saying “The Surplus Mineral Ores application has been successfully submitted.”



10-After that, the request will be reviewed by the specialized team. Once completed, you will be notified to pay the “**Application Submission fees**” by going to the “To Do List” The task type will be “Surplus Application Fee” Then click the “Respond” button.





11-The “**Payment**” screen will appear. Approve the declaration, then click the “Submit” button and proceed to pay the invoice.

Request Response

**Payment**

Your request will be cancelled if not paid within the next 7 days.

The payment code for government transactions ⓘ #116


Application Fees 10000 ر.س

☐ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

Submit

A message will appear saying “The invoice for the Surplus Mineral Ores request has been sent successfully”.

×



The invoice for the Surplus Mineral Ores request has been sent successfully

Application Number ⓘ

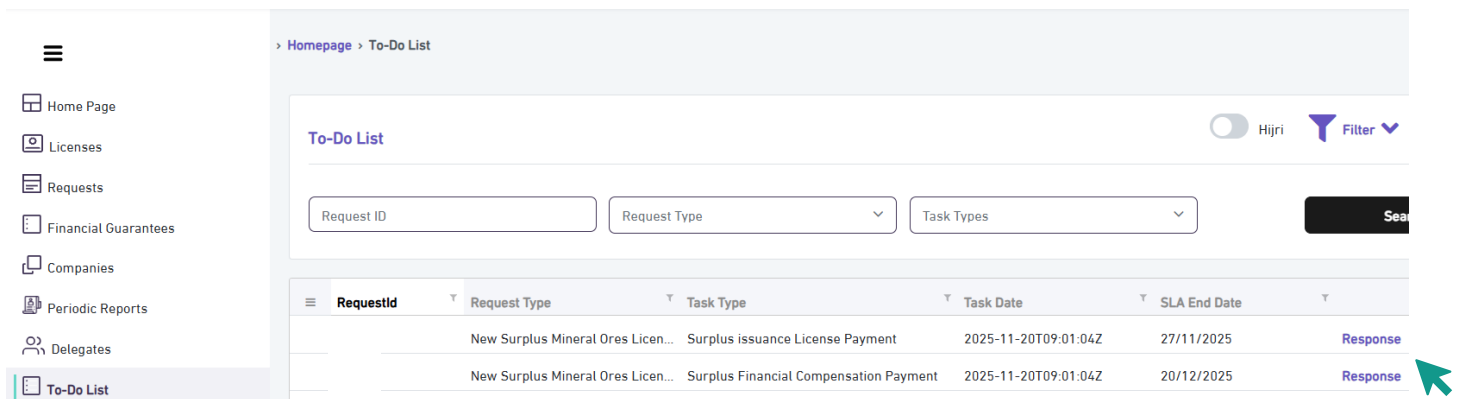
Updating your bill payment status may take up to 15 minutes on Taaheen platform.

SADAD reference number #202511195027 ⓘ

Track Application

[Back to home page](#)

12-After that, the request will be reviewed by the specialized team. Once completed, you will be notified to pay the “**License Issuance fees**” and “**Financial Compensation Fees**” by going to the “To Do List”  
The task type will be “Surplus License Issuance License Payment” and “Surplus Financial Compensation Payment” click the “Respond” button.



Homepage > To-Do List

To-Do List

Request ID Request Type Task Types Search

RequestId	Request Type	Task Type	Task Date	SLA End Date	
	New Surplus Mineral Ores Licen...	Surplus issuance License Payment	2025-11-20T09:01:04Z	27/11/2025	Response
	New Surplus Mineral Ores Licen...	Surplus Financial Compensation Payment	2025-11-20T09:01:04Z	20/12/2025	Response

13-The “**Payment**” screen will appear. Approve the declaration, then click the “Submit” button and proceed to pay the invoice.

Request Response

**Payment**

Dear investor, kindly note that the license issuance fees are not refundable after approving your request.

Your request will be cancelled if not paid within the next 7 days.

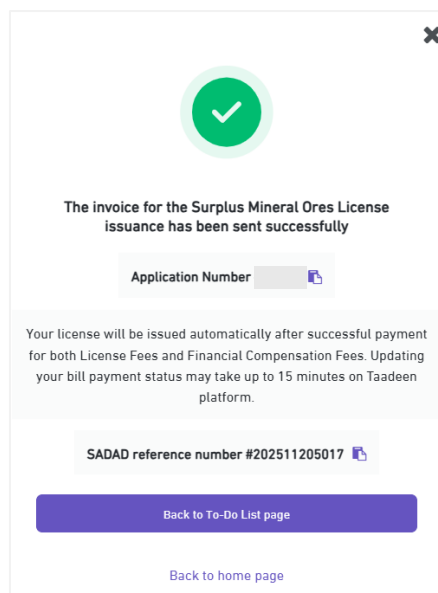
The payment code for government transactions: #116

License Fees 20000 ج.ل

☐ I acknowledge that the license issuance fee is non-refundable.

Submit

A message will appear saying “The invoice for the Surplus Mineral Ores License Issuance has been sent successfully”.



14-After clicking on Financial Compensation, the “Financial Compensation Fees” screen will appear.

Approve the declaration, then click the “Submit” button and proceed to pay the invoice.

Request Response

**Payment**

Dear investor, kindly note that the Financial Compensation fees are not refundable after successful payment.

Your request will be cancelled if not paid within the next 30 days.

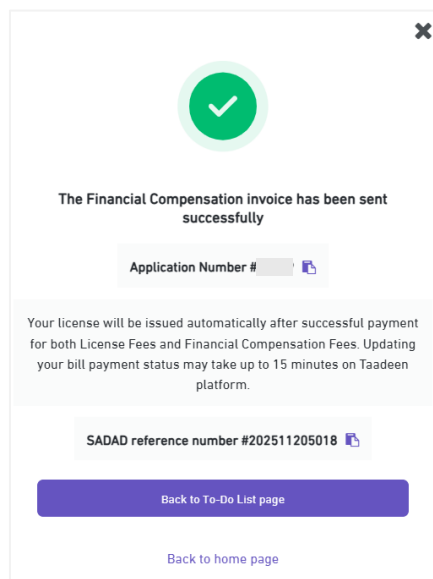
The payment code for government transactions ⓘ #116

**Financial Compensation Fees** 744.37 ر.س

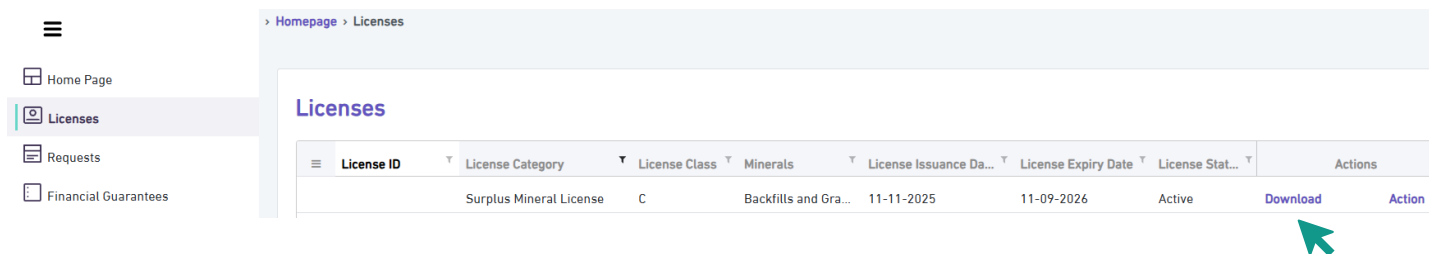
☐ I acknowledge that the Financial Compensation fee is non-refundable.

**Submit**

A message will appear saying “The Financial Compensation invoice has been sent successfully”.



After completing the payment of the license issuance fees, you can download the electronic license by going to the “Licenses” section and clicking the “Download” button.





# Thank You